

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 17 June 1957

FROM : Chief, Clerical Training

SUBJECT: Report Number 24, Week of 11 - 17 June 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 11 June there were [] people in Clerical Induction Training.

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2. Numbers in Clerical Orientation Training. In Clerical Orientation there were [] people for the week of 4 June.

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3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 11 June were as follows:

| | Tested | Qualified |
|-------------|--------|-----------|
| Shorthand | [] | |
| Typewriting | | |

25X1

4. Secretary Reassigned. [] left Clerical Training on 7 June for reassignment to the Office of Personnel. [] is the present secretary for Clerical Induction.

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5. Clerical Training Moves. Clerical Training moved to 1016 16th St. N.W. on Saturday, 15 June. Classes ran on schedule Monday, 17 June. Clerical Refresher and Clerical Orientation moved from Alcott to fifth floor, 1016 16th St. Clerical Induction moved from Quarters Eye to fourth floor, 1016 16th St. The phone extensions remain the same. For Clerical Orientation and Clerical Refresher the extensions are [] Clerical Induction's extensions are []

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